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COMMISSION

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## *Memorandum*

TO: Administration Committee

DATE: February 2, 2011

FR: Deputy Executive Director, Policy

W. I. 1517

RE: Contract Amendments: Transit Sustainability Project (TSP):

- i. Arup North America, Ltd. (\$350,000)
- ii. Cambridge Systematics, Inc. (\$264,000)
- iii. Transportation, Management and Design, Inc. (\$400,000)

Staff recommends that this Committee authorize three contract amendments for Consultant support for the TSP. In March 2010, this Committee approved a pre-qualified consultant list, including Arup North America, Ltd., Cambridge Systematics, Inc. and Transportation, Management and Design, Inc., to assist MTC in implementing the TSP. The selected consultants are available to assist with the TSP on a task order basis under which consultants are directed to perform tasks based on the areas of expertise for which each firm was selected. Specific task orders will be developed and implemented in consultation with the Project Steering Committee and the TSP Service Technical Advisory Committee.

Arup North America, Ltd., Cambridge Systematics, Inc., and Transportation, Management and Design, Inc., are all assisting in the service analysis component of the TSP.

### **a. Contract Amendment: Service Analysis – Arup North America, Ltd. (\$350,000)**

Under an existing contract for \$175,000, Arup North America, Ltd. (Arup) is leading the regional service analysis, including assessment of overall transit service needs in the region, evaluation of current system performance and existing policies and service objectives, and coordination with the Sustainable Communities Strategy. This contract amendment will fund service analysis of TransBay, Express, and BART feeder bus services, as well as the initial evaluation of the major regional corridors. The work will include an assessment of current and future demand, coordinated with future land use and travel projections. The proposed contract amendment will bring the total contract amount to \$525,000.

### **b. Contract Amendment: Service Analysis – Cambridge Systematics, Inc. (\$264,000)**

Under an existing contract for \$190,000, Cambridge Systematics Inc. has been assisting MTC with overall project management and work plan development, and is conducting analysis of transit service design and delivery, particularly related to regional demand and market analysis. This contract amendment will fund the remaining development of a tool known as the Transit Competitiveness Index (TCI) to inform the TSP and future planning efforts. The

TCI includes demand and market analysis conducted through an assessment of key demographic and land use trends, the current and projected performance of the transportation system, and transit supportive policies. This and other information is taken together to evaluate the competitiveness of transit in certain areas and for specific trips, and can help inform investment decisions and transit supportive policy development. The proposed contract amendment will bring the total contract amount to \$454,000.

**c. Contract Amendment: Service Analysis – Transportation, Management and Design, Inc. (\$400,000)**

Under an existing contract for \$200,000, Transportation, Management and Design, Inc., is leading the analysis of transit costs associated with agency work rules, and the service analyses in the Inner East Bay and Peninsula. The contract amendment will fund a comprehensive operations analysis of the Inner East Bay, including both the BART and AC Transit service areas. The effort will include significant coordination with transit agency staff. The proposed contract amendment will bring the total contract amount to \$600,000.

Table 1 summarizes existing and proposed contracts for the TSP, as well as funds expended to date, grouped into major work areas. Today's proposed contracts are shown in ***bold italics***.

**Recommendation**

Staff recommends that the Committee authorize the Executive Director or his designee to negotiate and enter into contract amendments with (i) Arup North America, Ltd. for \$350,000; (ii) Cambridge Systematics, Inc. for \$264,000; and (iii) Transportation, Management and Design, Inc. for \$400,000 to assist with and conduct analyses for the Transit Sustainability Project.

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Ann Flemer

CC: AF

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**Table 1. Summary of Contracts**

Firm	Scope of Work	Contracts			Expended to Date*
		Previously Approved	Recommend for Approval	Total	
Financial Analysis					
PB Americas, Inc.	Financial analysis	\$200,000		\$200,000	\$144,067
Financial Subtotal					\$144,067
Service Analysis					
Arup	Regional service analysis	\$175,000	\$350,000	\$525,000	\$75,636
Cambridge Systematics, Inc.	Regional service analysis; TCI	\$190,000	\$264,000	\$454,000	\$88,665
Nelson/Nygaard Consulting Associates, Inc.	Paratransit service analysis	\$200,000		\$200,000	\$0
Transportation Management & Design, Inc.	Inner East Bay service analysis; work rules analysis	\$200,000	\$400,000	\$600,000	\$65,210
Redhill Group, Inc.	Onboard transit survey	\$75,000		\$75,000	\$32,866
Service Subtotal					\$262,377
Outreach					
MIG, Inc.	Communications and Outreach	\$75,000		\$75,000	\$32,087
Outreach Subtotal					\$32,087
TOTAL		\$1,115,000	\$1,014,000	\$2,129,000	\$438,531

\*Reflects invoices received through January 15, 2011.

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Consultant Contract Amendment

Work Item No.:	1517
Consultant:	Arup North America, Ltd. San Francisco, CA
Work Project Title:	Transit Sustainability Project
Purpose of Project:	To evaluate the region's transit system and to establish an implementation plan for a more financially viable transit system that is both cost-effective and customer-focused.
Brief Scope of Work:	Conduct and oversee the service analysis component of the Transit Sustainability Project.
Project Cost Not to Exceed:	\$350,000 – this amendment Current contract: \$175,000 Total authorized: \$525,000
Fiscal Impact:	\$309,855 in Federal Transit Administration 5303 funds; \$40,145 in local matching funds; all funds are included in MTC FY 2010-11 budget.
Motion by Committee:	That the Executive Director or his designated representative is authorized to negotiate and enter into a contract amendment with Arup North America, Ltd. for an amount not to exceed \$350,000 and the Chief Financial Officer is authorized to set aside funds up to \$350,000 for such amendment.
Administration Committee:	<hr/> Tom Bates, Chair
Approved:	February 9, 2011

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Consultant Contract Amendment

Work Item No.:	1517
Consultant:	Cambridge Systematics, Inc. Oakland, CA
Work Project Title:	Transit Sustainability Project
Purpose of Project:	To evaluate the region's transit system and to establish an implementation plan for a more financially viable transit system that is both cost-effective and customer-focused.
Brief Scope of Work:	Conduct analysis of transit service design and delivery in the region and develop a tool for evaluating transit competitiveness (the Transit Competitiveness Index).
Project Cost Not to Exceed:	\$264,000 – this amendment Current contract: \$190,000 Total authorized: \$454,000
Fiscal Impact:	\$233,719 in Federal Transit Administration 5303 funds; \$30,281 in local matching funds; all funds are included in MTC FY 2010-11 budget.
Motion by Committee:	That the Executive Director or his designated representative is authorized to negotiate and enter into a contract amendment with Cambridge Systematics, Inc. for an amount not to exceed \$264,000 and the Chief Financial Officer is authorized to set aside funds up to \$264,000 for such amendment.
Administration Committee:	<hr/> Tom Bates, Chair
Approved:	February 9, 2011

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Consultant Contract Amendment

Work Item No.:	1517
Consultant:	Transportation, Management and Design, Inc. Carlsbad, CA
Work Project Title:	Transit Sustainability Project
Purpose of Project:	To evaluate the region's transit system and to establish an implementation plan for a more financially viable transit system that is both cost-effective and customer-focused.
Brief Scope of Work:	Conduct the Inner East Bay service analysis component of the Transit Sustainability Project and assist with regional analysis.
Project Cost Not to Exceed:	\$400,000 – this amendment Current contract: \$200,000 Total authorized: \$600,000
Fiscal Impact:	\$354,120 in Federal Transit Administration 5303 funds; \$45,880 in local matching funds; all funds are included in MTC FY 2010-11 budget.
Motion by Committee:	That the Executive Director or his designated representative is authorized to negotiate and enter into a contract amendment with Transportation, Management and Design, Inc. for an amount not to exceed \$400,000 and the Chief Financial Officer is authorized to set aside funds up to \$400,000 for such amendment.
Administration Committee:	<hr/> Tom Bates, Chair
Approved:	February 9, 2011